



ROBERT G. ATKINS

AGRICULTURAL COMMISSIONER
SEALER OF WEIGHTS
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County of San Diego

DEPARTMENT OF AGRICULTURE, WEIGHTS & MEASURES
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TO: Operators/Owners of Submeters

FROM: Robert G. Atkins
Agricultural Commissioner/Sealer of Weights and Measures

REQUIREMENTS FOR TESTING SUBMETERS AT A CENTRAL LOCATION

The Law requires inspection of submetered utility devices by the Department of Agriculture, Weights and Measures prior to installation and, thereafter, every ten years.

This Department requires a minimum of 10% of each type of submeter (electric, gas and water) to be tested for accuracy annually. It will be necessary for you to disconnect* the meters, remove all fittings and debris (especially from gas and water meters), identify the business location by labeling the meters, and transport them to our testing facility located at 5555 Overland Avenue, Building 3, San Diego, CA 92123. **Failure to deliver a meter, as required, to the central testing facility is a misdemeanor.** Meters will be inspected and tested in the order they are received.

To facilitate and expedite meter testing, each zip code area has been assigned to a specific quarter of the year. **Please review the quarterly schedule on the reverse side.** You are required to deliver a minimum of 10% of all submeters within that assigned quarter. When the testing is completed, you will be notified by telephone. Due to space limitations, it will be necessary for you to pick up the completed meters within 5 working days. **Any meters not claimed within 90 days of testing, may be disposed of as unclaimed property.**

If a change of ownership has occurred, or a new billing format has been instituted, you are required to submit photocopies of submeter utility bills (one tenant only - minimum 3 consecutive months), which show charges that are typical for each tenant.

NOTE: Some businesses have recently submitted 100% of their submeters for inspection. If you have done this, you do not need to submit the 10% of submeters for testing.

Thank you for your continued cooperation and patience. If you have any questions please call (858) 694-2778.

* In order to continue metering the tenant's utilities, replacement meters may be substituted. All spare replacement meters shall be type-approved for commercial use and must bear a valid Weights and Measures Seal prior to installation. Replacement meters with no seal, or meters bearing seals older than 10 years, should first be submitted and tested.

TESTING SCHEDULE FOR SUBMETERS			
1ST QUARTER JANUARY-MARCH	2ND QUARTER APRIL-JUNE	3RD QUARTER JULY-SEPTEMBER	4TH QUARTER OCTOBER- DECEMBER
91905	91901	91932	91911
91906	91931	91950	91935
91910	91945	91978	91942
91913	91977	92008	91962
91917	92005	92020	92002
91934	92019	92026	92009
91941	92025	92031	92021
91948	92029	92040	92027
91963	92037	92056	92032
92003	92054	92064	92057
92004	92061	92071	92065
92014	92070	92084	92078
92024	92083	92103	92086
92028	92102	92107	92104
92035	92106	92111	92108
92036	92110	92113	92114
92060	92116	92117	92120
92069	92119	92118	92139
92082	92137	92127	92173
92101	92154	92536	91980
92105	92590	91915	92010
92109	91902	91947	92041
92115	92075	92122	92055
92126	92077	92123	92007
92302	92121	92124	92128
92130	92133	92129	92145
92131	92136	92135	

Please use the testing schedule in the following manner:

1. Locate, in one of the columns above, the zip code where the submeters are in use.
2. Each zip code column is titled with a three-month period.*
3. The indicated three-month period is the time frame for submitting ten-percent of each type of submeter to the Department of Agriculture, Weights and Measures.
Our offices are located at 5555 Overland Avenue, Building 3, San Diego, California 92123.

*(Example: Zip code 91932 is in column 3. The column is titled: 3rd Quarter - July through September.)

For convenience, you may wish to contact other submetered properties within the same zipcode and coordinate the transportation of the submeters in one vehicle. This may alleviate some unnecessary trips to our central testing facility.

If you cannot locate the correct zip code or it does not appear on this list, please call us at (858) 694-2778. Thank you for your cooperation.

Please Note: This schedule applies to all SUBMETERS used commercially.

(AWM SUBMETER TESTING SCHEDULE)